

MAJOR HOME IMPROVEMENT PERMIT APPLICATION



App. Number _____

Property Information

Address _____ Lot _____
Parcel ID _____ Unit/Suite/Building _____ Zoning _____

Zoning Overlays

Historical Preservation Area ☐

Central Business District ☐

Owner Information

Name _____
Address _____
City _____
State _____ ZIP _____
Phone _____
E-mail _____

Project Information

Project Name _____
Total Sq Footage _____ Construction Sq Footage _____ Cost _____
Number of Structures _____ Number of Units _____ Acreage _____ Flood Zone _____

Contractor Information

Name _____ DBA _____ Registration No. _____
Address _____ City _____ State _____ ZIP _____
Phone _____ Fax _____ E-mail _____
Signature _____ Owner ☐ Authorized Agent ☐

Project Type

- ☐ A. Basement
☐ B. Garage
☐ C. Carport
☐ D. Room Add/Patio Encl
☐ E. Deck
☐ F. In-Ground Pool or Spa
☐ G. Other _____

Fees

_____ Project(s) at \$50 per Project
(up to 1,000 square feet)
Total from above _____
State Fee (1 %)
For project types A-D
Total Fees Due _____

Submission Requirements

Basement

- Floor plan
- Electrical plan
- Plan showing major appliances, including furnace, water heater, washer/dryer, etc.
- Plumbing plan
- Materials being used (for framing, drywall, ceiling, carpet, etc.)

Garage

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Materials being used (for framing, drywall, ceiling, etc.)

Carport

- Site plan
- Elevation plan showing footer, foundation, walls and roof
- Floor plan
- Materials being used (for framing, drywall, ceiling, etc.)

Room Addition

- Site plan
- Floor plan
- Elevation plan showing footer, foundation, walls and roof
- Electrical plan
- Mechanical plan
- Plumbing plan

- Materials being used (framing, drywall, ceiling, carpet, etc.)

Deck

- Site plan
- Elevation plan showing footer, foundation, joists, decking and railing
- Materials being used (joists, posts, decking and railing)

In-Ground Pool or Spa

- Site plan w/all existing elevations
- Manufacturer's specs
- Electric permit
- Pool Door Protection Form
- Swimming Pool/Spa Checklist

Office Use

Receipt/Trans. No. _____

Check No. _____

Date Entered _____

Date Issued _____

APPROVALS

Plans Examiner _____

Date _____

Zoning _____

Date _____

Issuing Authority _____

Date _____